

CULTURAL EVENTS FUNDING REQUEST

Cultural Events Funding Requests turned in at least a term prior to the planned event will be given priority. The Cultural Events Committee will consider all proposals brought forth, but in the interest of fiscal planning, the CEC suggests Departments and Organizations/Clubs request funds as far in advance as possible. Departments and Organizations/Clubs seeking funding for multiple events are strongly encouraged to propose all their events at the start of the school year, or soon thereafter. In all cases, the more we can plan, the more room we have to help sponsor unexpected opportunities that may arise.

EVENT: _____

Name of Requestor: _____

Email Address: _____

Department or Organization/Club Hosting Event: _____

Proposed date(s) of event(s) and venue: _____

Date for final confirmation with guest (or, when do you absolutely need an answer?) ____

Fund Request: _____ (minimum) to _____ (maximum)

Total Cost for Event (please include as many details as possible about your costs, i.e., travel, honorarium, lodging, etc.): _____

Other potential co-sponsors: _____

Who is your anticipated audience? Or with what fields of study might your event intersect? _____

Is this event related to specific course(s) curriculum? If so, how? _____

Other details about event, including bios of guests and/or website links:
